## **Records Retention Schedule**

SSARC-932 (09/20)

	ate Archives—Records Management cretary of State								Page <b>1</b> of <b>3</b>	
	ox 94125, Baton Rouge, LA 70804				recm	igt@s	os.la.go	<u>V</u>	Indicate Use of Form	
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION	
	SAMPLE HUMAN RESOURCES RETENTION SO	HEDULE GUIDI	E						RENEWAL	
							rds		REPLACEMENT PAGE	
Item	Records Series Title	Retention Period				<u>8</u>	Records		ADDENDUM PAGE	
Number		In Office	In Storage	Total Retentio	security	Archival	State R Center	Vital	Remarks	
1.	Affordable Care Act Files	ACT + 7 CY	0	ACT + 7 C	Y C	s	N	V	ACT = until end of CY in which offer of insurance was made to employees.	
2.	Applications (Non-Hires)	ACT + 2 CY	0	ACT + 2 C	Y M	s	N	ı	ACT = until the end of the CY in which the position was filled or closed.	
3.	Civil Service Audit Files	ACT + 5 CY	0	ACT + 5 C	Y M	M S N I ACT = until the end of completed.		ı	ACT = until the end of the CY in which audit was completed.	
4.	EEO/Affirmative Action Reports/Files	ACT + 2 CY	0	ACT + 2 C	Y P	s	N	1	ACT = until the end of the CY created or received.	
5.	Eligibility Documentation	ACT + 70 CY	0	ACT + 70 CY	С	C S N V		V	ACT = until end of the CY in which the employee separates from the agency	
6.	Grievance Records	ACT + 5 CY	0	ACT + 5 C	CT + 5 CY M		N	ı	ACT = until the end of the CY in which the matter is closed and final decision is rendered	
7.	Group Benefits Open Enrollment Materials (non-employee specific)	ACT + 1 Cy	0	ACT + 1 CY		s	N	U	ACT = until the end of the CY in which enrollment ends	
8.	I-9's	ACT + 3 CY	0	ACT + 3 C	Y C	s			ACT = until the end of the CY in which the employee separates from the agency	
9.	Job Studies	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = until the end of the CY in which the study is completed	
Permitted Ret	ention Period Abbreviations				State R	cords	Center		Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)		P - Public Record			Use					
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information				Y – Yes N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information								
AY – Academic Year (Aug 1 – July 31)					Vital Re		Code			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			V= Vital					
MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency		R – Retain in Agency Archives  S – Review by State Archives			I = Important					
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).					U= Usef	ul				
Agency A	approval Da	ate Signed	Secr	etary of State	e, State A	rchiv	es & Re	ecord	ls Services Date Approved	

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									RENEWAL		
					_		lrds		REPLACEMENT PAGE		
Item	Records Series Title	Retention Period				<u></u>	Records		ADDENDUM PAGE		
Number		In Office	In Storage	Total Retention	u Security	Archival	State R Center	Vital	Remarks		
10.	Layoff / Layoff Avoidance / Reduction in Force Files	ACT + 3 CY	0	ACT + 3 C	Y M	s	N	I	ACT = until the end of the CY in which created or received.		
11.	Life Insurance Files (employee specific)	ACT + 70 CY	0	ACT + 70 CY	С	C S N V ACT = until the end of the CY in which the separates from the agency.		ACT = until the end of the CY in which the employee separates from the agency.			
12.	Organizational Charts/ Reporting Structures Guide	ACT + 10 CY	0	ACT + 10 CY	Р	S	N	ı	ACT = until the end of the CY in which the agency ceases to exist		
13.	Payroll: Non-TRSL-related	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	V	ACT = Until end of the CY created or received		
14.	Payroll: TRSL-related	ACT + 30 CY	0	ACT + 30 CY	С	s	N	V	ACT = until end of the CY employee separates from the agency		
15.	Payroll Tax Records	ACT + 5 CY	0	ACT + 5 C	5 CY C		N	V	ACT = until the end of the CY in which tax is paid or due, whichever is later		
16.	Personnel – Vital Information Files	ACT + 70 CY	0	ACT + 70 CY	М	s	N	V	ACT = until the end of the CY in which the employee separates from the agency		
17.	Personnel – Non-Vital Information Files	ACT + 5 CY	0	ACT + 5 C	M S N		N	V	ACT = until the end of the CY in which the employee separates from the agency		
18.	Performance Evaluation System / Employee Rating Files – Planning Records	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = until the end of the CY created or received.		
Permitted Ret	ention Period Abbreviations				State R	cords	Center		Agency Abbreviations		
ACT – Active Period (when used define term in remarks column)		P - Public Record			Use						
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FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Identification Code V= Vital I = Important						
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives									
PERM – Permanent (Life of State) LOA—Life of Agency		5 – Review by State Archives			U= Useful						
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Agency A	.pproval Da	nte Signed	 Secr	retary of State	e, State A	Archiv	es & Re	ecord	ls Services Date Approved		

**Records Retention Schedule** SSARC-932 (09/20) Louisiana State Archives—Records Management Page 3 of 3 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmat@sos.la.gov Agency No Agency / Division / Section ORIGINAL SUBMISSION RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 19. Performance Evaluation System / Employee ACT = until the end of the CY in which the employee С ACT + 5 CY 0 ACT + 5 CY S Ν separates from the agency Rating Files Policies and Procedures (Agency Wide and 20. PERM 0 PERM Р S Ν V Internal Department) ACT = until the end of the CY in which the position is 21. V Promotional / Job Vacancy Announcements / Lists ACT + 2 CY 0 ACT + 2 CY Μ S Ν filled or closed. **Security Status Codes** State Records Center Permitted Retention Period Abbreviations **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P – Public Record Y - Yes M – May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C – Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM – Permanent (Life of State) LOA – Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (\*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved